

Town of Milton

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November 26, 2019

To: Mayor and Town Council
From: Kristy Rogers, Town Manager
Re: November Administrative Report

In addition to administrative functions, the following are November highlights:

- FY2019 financial audit field work was completed. The audit reports will be prepared, then presented at a future council meeting.
- Met with Town Engineer on the status of projects.
- Posted notices for the annual property value appeal process and hearing.
- Attended the monthly Sussex County Association of Towns and its Steering Committee meetings.
- Town of Milton, Home Town series segment on Delmarva Life, aired November 14th.
- Met with DelDOT on intersection concerns.
- Conducted interviews for Project Coordinator and Town Clerk.
- Administrative staff attended annual records retention training.
- Began advertisements for a Public Works Operator position.
- Attended ground breaking at the Milton Fire Department.
- Continued organization and oversight of Town projects and administrative matters.

Status of Projects:

- Milton Rails to Trails, Phase II (Federal Street to Lavinia Street) – DelDOT awarded the project.
- Town Comprehensive Plan: Working on Code updates, as required in the first 18 months after certification.
- Wagamons Water Main Extension –Waiting for finalized project as-builts and documents to close the project.
- Shipbuilders Well and Treatment Facility –Water treatment plant plans are being finalized.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Evaluating the revised Bulkhead analysis report.
- Sidewalk Repairs – Greg has compiled a list of sidewalks in need of repair; revisions were made. Letters of violation will be mailed February.
- Purchasing Procedure – Finance Committee will forward to Mayor and Town Council once ready for adoption. Finance Committee is preparing to proceed with the creation of a capital purchase policy and procedure.
- Community Impact Fee Study – No update this month.
- Atlantic Avenue (from Union Street to Country Road) and Chestnut Street (from Front Street to Coulter Street) water main, valve, corporation and town service line replacement - The Town

was awarded the USDA grant for the preparation of the planning and project engineers report. Additional locates were needed to finalize engineer design plans.

- Atlantic Street water main upgrades – Final engineer design plans are in progress.
- Information technology and cyber security assessment – Final report complete; will be working with the Town's Information Technology manager to develop needed policies and procedures. I will continue to review recommendations and implement what is achievable by Milton.
- ADA Transition Plan and Self-Assessment Report - coordinating efforts with University of Delaware, Center for Transportation, for assistance and development of required plans. Funding was approved in the FY2019 Town budget and being carried into FY2020.
- Homeland Security Grant - for security improvements in the Lobby area at Town Hall; grant received, but have not started design plans. Anticipated to begin design in the upcoming months.